

# The Approval Process

## **Institutes of Higher Learning/ Non-College Degree (30, 32, 33, 35, 1606, 1607)**

**Note: To meet the initial requirement for approval to train veterans and other eligible persons, the school must have been in continuous operation for at least two years.**

The approval process is initiated when an institution's owner or official contact person sends a letter requesting approval to train veterans and other eligible persons. The letter should include a brief description of the type of training being offered. After our office receives the written request, an application packet will be sent requesting additional required information including school publications and other information.

After receiving the application package, complete and provide all of the information requested. Any questions regarding requested materials can be directed to our office. Once the application packet is completed and verified by our office as meeting the requirements of the law, we will contact the institution and set up an on-site visit. The visit will serve as an inspection of the facilities as well as a review of all the necessary licenses and forms. In addition, we will discuss record keeping requirements and provide training for the persons responsible for working with and certifying veterans.

After the inspection visit, and providing that all items are complete and acceptable, the application is forwarded to the Department of Veterans Affairs for their acceptance.

If you feel you are interested and will be able to spend the time and effort to obtain approval to train veterans, please contact our office for an application packet.

## **On-The-Job Training and Apprenticeships (30, 32, 35, 1606, 1607)**

Qualified veterans and certain dependents may receive GI bill education benefits while in an approved training program offered by a company or union. The training program must be at least six months long to be approved.

Examples of current training programs include common occupations like: aircraft mechanic, bricklayer, carpenter, electrician etc.

Some less common on-the-job training programs currently approved are: highway patrol officer, police officer, deputy sheriff, corrections officer, lineman, HVAC technician, dispatcher, security officer, buyer/purchaser, firefighter, financial analyst, emergency medical technician, and customer service representative.

[Download - On-The-Job-Training brochure by clicking on this link](#)

Contact us at 785-291-3422 or email [SAA Program Director](#) to have your specific training program considered for approval.

### **Licensing and Certification Approval System (LACAS) (30, 32, 33\*, 35, 1606, 1607)**

This program enables qualified veterans and certain dependents to use Montgomery GI bill benefits and be reimbursed fees for licensing and certification test. The tests must be on the approved test list for this program.

Several hundred organizations now have their certification tests approved. Popular tests include BAR, CPA, and MCSE exams. Contact 785-291-3422 or email [SAA Program Director](#) to ask if your test is on the approved list. \*One-time payment of up to \$2,000.

### **Entrepreneurship (30, 32, 35, 1606, 1607)**

Allows eligible service members and veterans to use VA education benefits to take courses offered by the Small Business Development Center. This program will assist veterans who are interested in opening their own business, expanding a business, understand federal buying rules, and find business opportunities.

### **High School Diplomas (35)**

Education benefits may available for dependents of veterans who died or are permanently and totally disabled as the result of a service-connected disability. Chapter 35 education benefits are available when the dependent turns eighteen. Benefits may be earned while in an approved high school diploma program. Most Kansas high schools are on the approved list. Please contact the SAA office at 785-291-3422 or email [SAA Program Director](#) for further information.